

SEAT BI-ANNUAL RE-FRESHER REQUIREMENTS

The Single Engine Airtanker Manager (SEMG) is currently a NWCG red-carded position. The Interagency Single Engine Airtanker Operations Guide (ISOG) defines the training and experience requirements necessary to perform in this position. One of the requirements to maintain currency for this position is to attend an *approved* SEAT Manager Workshop on a bi-annual basis. The workshop was designed to ensure the SEMG would have an opportunity to directly interact and share new ideas, policy revisions, and technical updates with different agency personnel and aviation managers. In order to standardize the workshop format and ensure the SEMGs receive current and consistent information, the BLM National SEAT Program Manager established the following guidelines that help define the elements of an approved SEAT Manager Workshop.

Course Title:

SEAT Manager's Bi-Annual Workshop: *Currently, there is no NWCG number for the SEMG Bi-Annual Workshop.*

Required Time Frame:

The Workshop should take between 1 ½ - 2 full days.

Instructor Personnel:

The Course Coordinator and Lead Instructor must be approved on a State or Regional level depending on the agency's organization. The Lead Instructor must be currently qualified as an NWCG SEMG, and must have a minimum of three years experience. Good target personnel for Lead Instructors are Unit Aviation Officers, Exclusive Use Base Managers, State or Forest Aviation Officers.

Required Documentation:

All participants must have their signature documented on the official workshop sign-in sheet. In addition to the sign-in sheet, the Course Coordinator must print and distribute certificates to all participants who attend the workshop. The certificates must include the SEAT Manager's Bi-Annual Workshop title, attendee's name, dates, and the Lead Instructor's signature. The coordinator is responsible for maintaining a copy of the certificate and sign-in sheets for their records. **Participants are responsible for providing their home unit with a copy of the certificates to maintain and track their red card qualifications.**

Announcement and Nomination Requirements:

The announcement process and nomination requirements are determined by the Course Coordinator. The Course Coordinator should compose a workshop announcement with all the pertinent information about the dates, location, nomination process etc, and post the information on their local and geographical training web sites. The Course Coordinator should send a copy of the announcement to the National Program Manager to have posted to the BLM National SEAT Web Site.

(See attachment "A" for an example Workshop Announcement.)

Required Elements of the Workshop:

The BLM National SEAT Program Manager will ensure a point of contact has been established at the beginning of each year to help provide Course Coordinators with current updates for the required elements.

The Workshop *must* contain the following elements:

- **National Season Review:**

This section generally covers year end statistical information like total flight hours, gallons delivered, contacts awarded, CWN / Exclusive Use stats, highlights of what worked well during the season, and areas needing improvement etc..

- **New Year Outlook:**

This section generally covers any new technical updates, new contract numbers, new long and short term program changes, etc)

- **AMD Contracting Updates:**

This section lists the tentative changes that will be made to both the CWN and Exclusive Use contracts.

- **ISOG Updates:**

The section covers the revisions in policy for the new ISOG.

- **Reference Material Updates:**

This section covers any new updates, changes, additions to any of the reference materials designed for the SEAT program like the Interagency SEAT Operations Handbook, BLM National SEAT Web Site, SEMG Workshop Bi-Annual Re-Fresher, training etc.

- **Safety Review:**

This section will cover a summary of Safecomms that were filed pertaining to SEAT operations, any Safety Alert or Bulletins issued for the SEAT program, and highlights of any safety concerns or issues that surfaced within the season.

- **Security Review:**

This section will cover any new developments with security and airspace issues that were identified within the season.

- **Retardant Review:**

This section covers any information about new technology or developments with the retardant industry, reviews the approved products list, and provides updates about the retardant contract and quality assurance program.

Additional Suggested Topics:

In addition to the required elements, the following subjects that can be worked into the workshop if applicable:

- Local Updates, Concerns, Issues
- Geographical Updates, Concerns, Issues
- Individual Agencies or Base Reviews

WORKSHOP ANNOUNCEMENT

COURSE: SEAT Manager's Bi-Annual Workshop

DESCRIPTION: The SEAT Manager's Bi-Annual Workshop is designed to provide the attendee with current policy revisions, technical updates, changes in reference materials and operational procedures, and an overall review of safety and security issues associated with the Single Engine Airtanker Program. Attending this workshop on a bi-annual basis fulfills one of the currency requirements mandated by policy to maintain their SEAT Manager red card qualifications.

PREREQUISITES: Attendees should be red carded as SEAT Manager or SEAT Manager Trainee.

DATES / TIME: *(Enter the dates, and the times the workshop starts and ends.)*

LOCATION: *(Enter the location of the workshop.)*

TUITION FEES: *(Enter the tuition fees, if applicable.)*

WORKSHOP SIZE: *(Enter the amount of nominations that will be accepted, if applicable.)*

NOMINATIONS DUE: *(Enter the date the nominations are due by.)*

NOMINATION / SELECTIONS: *(Enter the type of nomination form you would like attendees to submit their names (NWCG Nomination Form or Other), and describe how attendees will know if they have been selected.)*

COURSE COORDINATOR: *(Enter the name, email, phone number of the designated Course Coordinator for the workshop.)*

LEAD INSTRUCTOR: *(Enter the Lead Instructor's name)*

SEND OR FAX NOMINATIONS TO: *(Enter the names, address, email, phone and fax number to where you want the nominations to be sent.)*

WORKSHOP APPROVED BY:

Name: _____ **Title:** _____